

## INSTRUCTIONS FOR COMPLETING THE ANNUAL IMMUNIZATION STATUS REPORT ON-LINE

The instructions below have been developed to assist New Jersey Schools in completing the Annual Immunization Status Report (IMM-7) on-line. N.J.A.C. 8:57-4.8 c. requires schools to submit this report by January 1 of the respective academic year (unless specified otherwise) after a review of all appropriate students immunization records.

The IMM-7 is available on the New Jersey Department of Health and Senior Services (NJDHSS), Vaccine Preventable Disease Program website at <http://nj.gov/health/cd/imm7/annualstatusrpt.shtml>. Once you complete this report and click on “submit” it will automatically be sent to NJDHSS. A printed copy must be sent to your Local Health Department and one copy must be retained in your files. Please read the following instructions carefully.

### STEP-BY-STEP INSTRUCTIONS:

Before you start to fill out the report, please make sure that you have all the correct and final information available. The top half of the report is required demographic information for your school. The bottom portion is a table in which you are required to input the immunization status of all pupils in the designated grades, to report compliance with N.J.A.C. 8:57-4 Immunization of Pupils in School.

- 1) Fill out the report by typing text into the appropriate areas and checking boxes where needed.
- 2) To move from field to field, use the Tab key or click in the box with your mouse where you want to fill in text.
- 3) Please be sure to fill out all required fields marked with red asterisks. The report will not respond to the “submit” command until the required fields are completed. **(Note: The Municipality Code is no longer a required field. Please skip this field when submitting the report).**
- 4) If you would like to clear the report and remove all data that you have entered on that page, click on the reset button on the bottom of the page.
- 5) Once the report is completed in its entirety, print and send one copy to your local health department and print one copy to be retained for you files.
- 6) To print the report, click on File/Print on the toolbar or right-click on the mouse and click on print.
- 7) Once you have printed a copy of the report, click the submit button on the bottom of the page.

**NOTE:** Below is a breakdown of each field on the Annual Immunization Status Report. Please refer to this section if you have a question on a specific field when filling out the report.

### DEMOGRAPHIC INFORMATION:

- Enter school ID (**The school ID is located at the top right hand corner of the Immunization Status Report cover letter**). The cursor will automatically tab over to the next box.
- Enter the county in which your school is located.
- Enter the school district.
- Enter the name of school or child care facility.
- Enter the previous name of the school if the facility has recently changed names.
- Enter the mailing address; include street address, city, and zip code.
- Enter the school address if different from the mailing address.
- Enter the name of person completing the report.
- Enter the telephone number of the school.
- Enter the school email address if available.
- Enter the name of principal/ person in charge.
- Enter the title of the principal/ person in charge.
- Enter the total school/child care enrollment.
- Enter the type of elementary/secondary school/child care facility (public/private).

## **IMMUNIZATION STATUS TABLE:**

### ***COLUMNS:***

- Check Not Applicable for any field that does not apply to your school.
- Pupils Meeting All Immunization Requirements - Enter the number of pupils that are up-to-date with required immunizations per N.J.A.C. 8:57- 4.
- Pupils with Provisional Admittance - Enter the number of pupils who have begun, or are in the process of completing, the required immunizations.
- Pupils with Medical Exemptions - Enter the number of pupils who have a valid medical exemption.
- Pupils with Religious Exemptions - Enter the number of pupils who have a valid religious exemption that explains how the administration of immunizations conflicts with the pupil's exercise of bona fide religious tenets or practices.
- Pupils with Status Unknown - Those pupils coming from out of state/out of country who have been granted a 30 day grace period to obtain immunizations before they start their provisional period.

### ***ROWS:***

- If your school has pre-kindergarten classes, enter those children on the pre-k line.
- If your school has a kindergarten grade, enter those children on the kindergarten line.
- Do not include data in the grade 1 boxes unless the student is beginning school for the very first time in grade 1.
- If your school has grade 6 enter those children on the grade 6 line.
- Un-graded special education pupils should be included with the appropriate age cohort class.
- Transfer Students - all students newly transferring into grades K-12 from out-of-state/out-of-country since submission of last status report.

**CHILD CARE FACILITIES:** Please note that child care facilities must enter the immunization status of all enrolled children who are over 2 months of age on the pre-k line.